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**CONFIDENTIAL**

AGENDA

FOR THE

CIA CAREER SERVICE BOARD

26th Meeting, Thursday, 8 April 1954, at 4:00 P.M.  
DCI Conference Room, Administration Building

1. Minutes of the 25th meeting; (attached); for approval.
2. Report to the CIA Career Service Board from the Insurance Task Force in respect to Part I - as to Death, dated 5 April 1954; (attached); for approval. The Chairman of the Task Force will make a presentation of the Studies made by the Task Force and by the consultant actuaries. (The Report dealing with Part II - as to Disability, will be presented at a subsequent meeting of the Board.)
3. Progress Report by the Executive Secretary concerning the six Task Forces established at the meeting on 1 April 1954.
4. New business.

Document No.	022
No. (Serial) in Series	<input type="checkbox"/>
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MINUTES

OF THE

CIA CAREER SERVICE BOARD

25th Meeting, Thursday, 1 April 1954, at 4:00 P.M.  
DCI Conference Room, Administration Building

Present: Messrs. Lyman B. Kirkpatrick, Inspector General, Chairman  
Matthew Baird, Director of Training, Member  
[REDACTED] Deputy Chief, PP, Member  
[REDACTED] Alternate for DD/P, Member  
[REDACTED] DAD/O, Member  
[REDACTED] AD/Communications, Member  
Harrison G. Reynolds, AD/Personnel, Member  
L. K. White, A-DD/A, Member  
[REDACTED] SA/DD/I, Alternate for DD/I, Member  
[REDACTED] Executive Secretary  
[REDACTED] Secretariat  
[REDACTED] Reporter

1. The Board approved the minutes of the 24th meeting, held 4 March 1954, without change.

2. Mr. Baird opened the discussion on Multi-purpose Slots (item 2 on the Agenda) by stating that in the light of over-all planning in the Agency he felt that the administrative responsibility for the program should be under the Assistant Director for Personnel rather than the Director of Training. There was discussion of the proposed method of handling the Multi-purpose Slot program, the outcome of which was that the Board agreed that there would be no formal bank of slots established but rather that each case should be handled on an individual basis. The matter was referred to the Assistant Director for Personnel for action when a specific case arose.

3. The Board then moved to a discussion of item 3 on the Agenda, the Monthly Report of the Office of Training. After a short discussion, it was decided that inasmuch as it was readily available for the use of those offices which desired it, the Monthly Report would no longer be included on the Agenda.

4. The Board then turned to the Proposed Plan of Action for the CIA Career Service Board for the period 1 April 1954 to 30 June 1954. This plan was distributed to the Board and the Chairman opened the discussion by briefly discussing the relationship of Career Service Board activities to the functions of supervisors and of the Office of

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Personnel. He read from a field report directed to the Office of Communications which illustrated the need for a strong program of career service and personnel administration. The Proposed Plan (attached hereto) set up a group of Task Forces which would be of short-term duration and aimed at resolving several of the policy questions which were necessary to the full implementation of the program by 1 July. The plan also suggested a reorganization of the CIA Career Service Board. It would be composed of the Deputy Director (Intelligence), Deputy Director (Administration), Deputy Director (Plans), Director of Training, Assistant Director (Communications), Assistant Director (Personnel), the Inspector General, with the Deputy Director of Central Intelligence as Chairman. It would meet at the call of the Chairman when there were matters of Agency policy relating to career service and personnel administration which needed to be resolved. The policies and procedures essential to such a sound program would be presented by the Board in a meeting to be held in the Department of Agriculture auditorium to all supervisors in headquarters from Branch Chief up. Various aspects of the functions of the Board were discussed as well as the membership of the Task Forces involved in the operation. The Executive Secretary of the Board was chosen to serve as chairman of the several Task Forces. The tentative date and time of 15 June from 7:00 to 10:00 P.M. was selected for the presentation in the Department of Agriculture auditorium.

5. There was a discussion of the problem of validating the results of assessments and of training evaluations in terms of performance. It was agreed that the present Personnel Evaluation Report and proposed Career Selection Report would be used until further experience showed that a better system could be devised.

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Executive Secretary

Attachment - as stated